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MEMORANDUM FOR: Chief, Finance Division

THROUGH : Comptroller

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SUBJECT : Imprest Fund - [REDACTED]

REFERENCE : (A) DPD-3856-61 dated 13 September 1961  
(B) DPD-2019-60 dated 10 March 1960  
(C) DPD-0485-59 dated 19 January 1959  
(D) SAPC-5268 dated 16 April 1956

1. Subject imprest fund was established under authority of Ref D on 16 April 1956 for the covert purchase of transportation and making related travel advances for a highly sensitive activity.

2. Since the establishment of this fund, the activities of the division have been expanded, the office has been charged with the administration of funds for the immediate office of the DD/R, and the fund is also used to make cash disbursements previously made from an imprest fund which has been discontinued. The fund held by [REDACTED] is now being used primarily to make cash advances, miscellaneous covert cash disbursements, and purchase of transportation in support of the Office of Special Activities and the immediate office of the DD/R.

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3. In addition, the office of the DCI, the office of the Inspector General, and the office of the DD/S look to Mr. [REDACTED] to make travel reservations and purchase transportation. [REDACTED] makes these purchases from his fund and is reimbursed by the Central Processing Branch. The Central Processing Branch then processes these advances under their established procedures. Accountings for these advances are processed through the Finance Division.

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4. It is at times necessary that advances be made from this fund to personnel of other components of the Agency and to Contractor personnel who are traveling in support of our Special Projects for which accountings, for security reasons, will be processed through this office.

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5. These payments are audited, approved, and certified under our present system of approvals and certifications.

6. It is requested that approval be granted for disbursements to be made from this fund as enumerated above.

JAMES A. CUNNINGHAM, JR.  
Acting Assistant Director for  
Special Activities, DD/R

CONCUR:

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Comptroller, OSA-DD/R

APPROVED:

*Reputy* COMPTROLLER

Dist: 2 - Addressee  
1 - Comptroller  
1 - AAD/OSA  
1 - Fin/OSA  
1 - Travel/OSA  
1 - Reading (OSA-Fin)  
1 - RI/OSA  
TJD:let/OSA-Fin/8 August 1962

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